



Marketing and Administration Assistant – Part time, remote (online)

Medical Poland is seeking a motivated self-driven university student (2nd+ year) or graduate for part-time position (remote work) to develop online communication channels with prospects, clients and public (with regards to studying medical and veterinary disciplines in Poland). Are you a 2nd, 3rd or 4th-year student?

Responsibilities:

E-mail correspondence with prospective clients and stakeholders

Assembling contact and mailing lists

Lead generation

Preparing mailing campaigns

Introducing new software solutions (under given guidance – MailChimp, CRM)

Administering sets of documents (electronic)

Managing applicant documents

Managing social media

Running online events and, (optional) in-person secondary school presentations, taking part in career events (e.g. Irish Times Higher Options)

Learning/Training Opportunities:

The successful candidate will gain practical experience in Project Management, market research, strategic planning; will receive formal and informal training in the following: obtaining market intelligence, client support, social media planning and management (OS software), international sales, online marketing, marketing communications, MailChimp, GSuite.

Will have prerequisite or will attain skills in planning and executing marketing campaigns, social media management, copywriting, market research and sales, managing relations with stakeholders. With time, opportunities to travel and tour Polish universities.

Person Specifications

- Interested in marketing

and looking for a career in marketing or sales

- Very good command of English & Polish

- reliable and trustworthy

- ambitious

- willingness to work independently

- very good communication and interpersonal skills

Qualifications: Bachelor or higher (or working towards = student) in Marketing, Management, Business, Education or a related discipline.

Engagement 15-25h/week (to be agreed).

How to Apply? Send a CV and cover letter in English to study@medicalpoland.ie

Medical Poland has been serving helping international students obtain access to Polish medical schools delivering programmes through English since 2013. We have been working with Guidance Counsellors, teachers, public health authorities in Ireland, Irish Embassy in Warsaw and Polish Embassies in Dublin and London to educate international students about options available to them at 14 public medical and veterinary universities teaching through English.

In the last six years the Medical Poland Admission Office has helped over 250 Irish students make an informed decision and start studying in Poland (in English). Our students constitute approx. 40% of all Irish studying in Poland (typically medicine, veterinary medicine, dentistry, pharmacy). We have recently seen a growing interest in graduate entry medical programmes in Ireland too.

Selected Irish media about us:

[Irish Times 1](#)

[Irish Times 2](#)

[Irish Times 3](#)

[Meath Chronicle](#)

[RTE Radio](#)

[The Journal](#)

Selected Polish media about Medical Poland:

[Onet.pl](#)

[Express Bydgoski](#)

[Radio PIK](#)

[Bydgoszcz Inaczej](#)

Many more pieces:

<http://medicalpoland.ie/media-about-us>

